


**Title: Special Open Enrollment (SOE)****Policy #45-2**

<b>Contact:</b>	Rules Specialist, PEB Division	<b>Effective:</b>	April 26, 2014
		<b>Rescinded:</b>	
<b>Associated RCW:</b>	Chapter 41.05 RCW	<b>Supersedes:</b>	NA
<b>Associated WAC:</b>	Chapters 182-08 & 182-12 WAC		
<b>Assoc. fed law/reg:</b>	HIPAA; IRC §105(b), §125, §129, §152, §223; Treas. Reg. §1.125-4	<b>Owner:</b>	Policy & Rules Manager, PEB Division
<b>Associated Procedures:</b>			
<b>Associated Forms &amp; Communication</b>	Addendum 45-2A; State of Washington Salary Reduction Plan	<b>Approved by:</b>	
		<b>Position:</b>	Deputy Division Director, PEB Division
		<b>Date approved:</b>	4-4-14

**Purpose:**

This policy applies whenever a subscriber requests an enrollment change or election change outside of the Public Employees Benefits Board (PEBB) annual open enrollment.

**Policy:**

1. The PEBB Program and employing agencies shall use Addendum 45-2A when processing a subscriber's request to change his or her enrollment or his or her dependent's enrollment under a group health plan (medical or dental).
2. The PEBB Program and employing agencies shall use Addendum 45-2A when processing an employee's request to change his or her election under the state's salary reduction plan.
3. A PEBB subscriber shall use Addendum 45-2A when determining if he or she is allowed to change enrollment in a group health plan (medical or dental) or change an election under the state's salary reduction plan.